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APPRENTICESHIPS COURSE GUIDE

East Riding College

BEVERLEY • BRIDLINGTON • HULL



WELCOME



For an employer, apprenticeships offer a flexible approach to recruiting new employees, ensuring a pipeline of talent which is tailored to your business needs. They are an opportunity to strengthen your workforce with ambitious people to who want to earn while they learn.

The versatility of the apprenticeship programme allows you to recruit and develop staff with the qualities and competences that are essential to you. On completion of the qualification, your apprentice will have learned practical skills, developed their theoretical knowledge, and improved their mathematics, English and other vital employability skills, making them a well-rounded member of your team. You could even benefit from government financial incentives for taking on an apprentice.

From the apprentice's perspective, they are an excellent way of taking your first steps on the career ladder or improving your knowledge and skills if you are already established in the workplace. Undertaking an apprenticeship means you are in work, earning a salary while achieving valuable qualifications and gaining important workplace experience.

The range of apprenticeships now available covers almost all sectors in industry and means you can develop your skills in a very broad range of occupational areas. East Riding College is a highly regarded provider of apprenticeships to employers across the Yorkshire and Humber region and the number of apprenticeships we provide and organisations we work with is growing every year. Whether you are a large employer or a micro business or you want to become an apprentice yourself, our knowledgeable staff will support you from the beginning of the process right through to completion, ensuring the best results for you or your organisation.



Derek Branton
Principal



THE EAST RIDING COLLEGE MISSION

East Riding College will be a leader in the economic and social development of the region, working in partnership to provide access to the highest quality education and skills training to meet the needs of individuals, employers and the wider community.

EQUAL OPPORTUNITIES

East Riding College operates an equal opportunities policy. We welcome applications from everyone. We believe College life is improved by having people from different backgrounds and interests working and studying together, sharing their experiences and learning from each other.

SAFEGUARDING

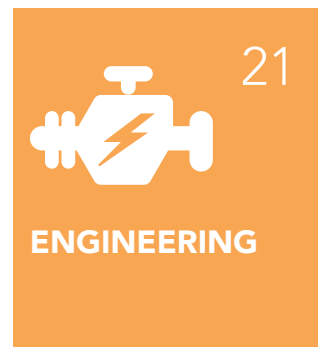
The College aims to provide a safe learning environment for all, including young people and vulnerable adults. Safeguarding learners is a priority and we work with the Local Safeguarding Children Board to identify young people and vulnerable adults who are suffering or likely to suffer harm so that appropriate intervention measures can be taken or appropriate support put in place.

DISCLAIMER

Every care has been taken to ensure the accuracy of the information in this course guide, which was correct at the time of going to press. East Riding College can accept no responsibility for the consequences of any error or omission in this course guide. If, in the opinion of the College authorities, circumstances necessitating a change to the course provision occur, an advertised course may be changed, or its contents modified. Courses are subject to recruitment and external funding changes. Applications are accepted in accordance with the conditions of the College's Admissions Policy.

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EMPLOYING AN APPRENTICE

WHAT'S INVOLVED?

Apprenticeships are available to new and existing employees across more than 180 job roles. This means you can use an apprenticeship as a way of recruiting and training up new people or to improve the skills of people who already work for you.

Apprentices spend the bulk of their working week doing their job, learning the skills that are essential to your business. They will work towards an NVQ, which will assess their ability to do the work, and also a technical certificate, which tests their knowledge of the subject. They also learn key skills, such as literacy, numeracy and IT. The technical certificate and key skills are usually learnt during a day at College, though increasingly these are delivered in the workplace.

COST-EFFECTIVE AND PRODUCTIVE

Apprenticeships are low-cost but highly effective method of developing your workforce. The training element for a 16 to 18-year-old is free to you and only a small fee applies for people aged 19 and over. The special wage rate introduced by the government means you could employ someone from £3.40 per hour (for time at work and College attendance), though many employers choose to increase this.

CHANGES TO APPRENTICESHIP FUNDING

The way apprenticeships are funded is changing. Apprenticeships which start from May 2017 will be part-funded by the government and part-funded by the employer, and the fee will change according to the apprenticeship subject and level. Employers with a wage bill over £3m will have to pay an "apprenticeship levy" which will be set aside for them to fund apprenticeship training and assessment. It's all very complex and the government is yet to announce the full details of the scheme.

Make sure you're prepared for the changes by talking to our business development team for advice and support. Call 01482 390888 or email business.development@eastridingcollege.ac.uk

WE WILL HELP YOU RECRUIT NEW APPRENTICES

East Riding College will take the lead on recruiting apprentices for you. We have a waiting list of aspiring apprentices and access to a number of apprenticeship databases. We will advertise, interview and shortlist applicants, according to your requirements, to take the strain out of the recruitment process.

EXCELLENT FEEDBACK

The feedback from those who employ apprentices is overwhelmingly positive: 88 per cent of apprentice employers believe they lead to a more motivated and satisfied workforce, leading to greater loyalty and quality; and 81 per cent of consumers favour companies that employ apprentices.

So, when you are sat wondering how to make your training budget stretch to meet your development needs, look no further. Reap the benefits of employing an apprentice, as thousands upon thousands of organisations already do.

TALK TO US

To discuss apprenticeships or to advertise an apprenticeship vacancy, call our business development team on 01482 390888 and or email business.development@eastridingcollege.ac.uk.





RUBY MAGSON

Ruby Magson enrolled on a Level Three Advanced Apprenticeship in Accountancy after securing a job with Beverley management accountants Hemingway Bailey.

She said: "I did some research on apprenticeships and I was amazed at how many different types there were.

"Accounting was always something that had interested me so I started applying for jobs in the Beverley area in accountancy.

"When I gained employment at Hemingway Bailey, they placed me on the AAT course at East Riding College.

"Being 16 at the time I definitely did not expect to be given as much responsibility. It was so different to what I had done previously and the independence I was given was so rewarding."

Ruby's progress in her career has been rapid. She has progressed to such an extent that she was shortlisted in the Yorkshire and Humber Apprentice of the Year Awards.

Ruby said: "Working and learning at the same time has really helped me to see the bigger picture and I am always applying the knowledge I learn from the East Riding College AAT classes to my work."



JAMES PATON

James Paton has won a regional apprentice award from the Institute of the Motor Industry (IMI) for the second year in a row.

An employee at SHAW Motor Vehicle Engineers of Driffield, he won the overall apprentice of the year award in the IMI's Hull and District Member Association Apprentice Awards.

James said: "I've always enjoyed coming to College and have learnt a lot since starting the apprenticeship.

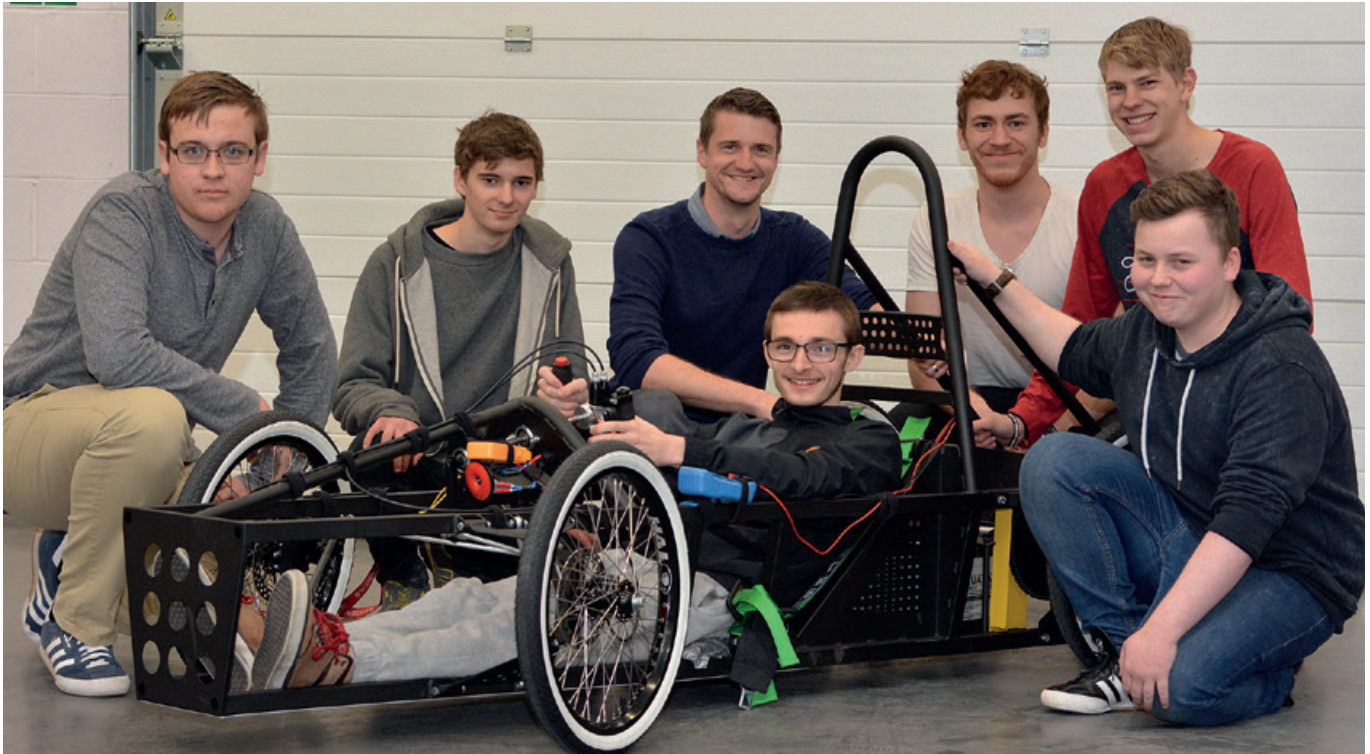
"The knowledge and experience I have gained from both my work colleagues and my tutor have enabled me to progress within the industry to where I am today."

James was nominated by his tutor and assessor at East Riding College for his work ethic and top notch practical skills.

As well as having excellent knowledge of motor vehicle engineering and strong practical skills, he is also committed to improving his English and mathematics skills, which are required by more and more employers today.



BEING AN APPRENTICE



EARN A WAGE WHILE YOU LEARN THE ROPES

Apprenticeships are an excellent way to begin your career or improve your skills. You spend most of the week in work, learning new skills on the job, and one day a week on your theoretical knowledge and English, maths and other essential skills.

You will work towards an NVQ qualification to demonstrate your ability to do your job and, during your day of classes, you will study for a technical certificate to gain the relevant knowledge. You will also learn key skills, such as literacy, numeracy and IT, which are in demand from employers.

HOW MUCH IS AN APPRENTICE PAID BY AN EMPLOYER?

Currently, the weekly pay can start at £3.40 per hour (for time at work and College attendance), which will be increased throughout the apprenticeship.

DO I NEED A JOB BEFORE I START?

Not always - there are a number of routes to starting an apprenticeship. You may get a job with a business which puts you straight onto an apprenticeship or you may already work for a company which decides an apprenticeship is the best way to develop your skills.

You could also apply for an apprenticeship vacancy, which is usually advertised on behalf of an employer by East Riding College or the National Apprenticeship Service. See which vacancies are available at www.eastridingcollege.ac.uk/apps

WHAT CAN I DO NEXT?

If you would like to build on the skills learnt in your level two apprenticeship, known as an intermediate apprenticeship, you can progress to level three and level four apprenticeships, known as advanced and higher apprenticeships, respectively. These enable the apprentice to progress from learning basic skills to the more advanced and those needed for more senior, supervisory roles.

Advanced and higher apprenticeships also generate UCAS points towards degrees and other higher education courses at most universities and colleges.

HOW TO APPLY & ENTRY REQUIREMENTS



HOW DO I APPLY?

The best way is to apply for a job that is linked to an apprenticeship. You can find our latest vacancies at www.eastridingcollege.ac.uk/apps, on Facebook at www.facebook.com/eastridingcollege or @ercapp on Twitter.

You can also apply for an apprenticeship course by going to our website, finding the apprenticeship you want, clicking "apply now" and filling in the form. If you already have a job and your employer supports your apprenticeship application, call the business development team on 01482 390888 and we will enrol you onto the programme. If you do not have a job, we will hold your details on file and look out for appropriate apprenticeship vacancies as they arise.

You can also request a hard copy application form by calling 0345 120 0044 or emailing info@eastridingcollege.ac.uk.

WHAT ARE THE ENTRY REQUIREMENTS?

The main requirement for an apprenticeship programme is that you must not already be qualified at level four or above, with a higher national certificate or diploma, or a degree, and so on. Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in.

ADDITIONAL LEARNING SUPPORT

Apprentices take part in an initial assessment at the start of the programme with the aim of identifying whether you need any support with your learning. Support may be provided for learners with a range of needs, such as dyslexia and dyspraxia.

CAREERS ADVICE

Apprenticeships can lead you on to university and a wide range of more advanced courses. Our trained guidance officers will talk to you about your options and help you plan your next steps.

LEARNING RESOURCE CENTRES

Our Learning Resource Centres are home to a wide range of reference materials and course texts as well as DVDs and interactive CD-ROMs to support your studies. They also have lots of computers available and photocopying services to support learners at the College. Even if you aren't in College you can access the extensive range of e-books in our online library 24-7-365 via the College virtual learning environment, moodle.





ACCOUNTING



Level Two AAT Intermediate Apprenticeship in Accounting

📍 Beverley, Bridlington, employer premises

🕒 12 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in finance and accounting related positions. These include accounts assistant, cashier, purchase ledger clerk, sales ledger clerk, trainee accounting technician and assistant accountant.

What will I study?

- Processing, bookkeeping transactions
- Control accounts, journals and the banking systems
- Working effectively in accounting and finance
- Providing basic cost and revenue information
- Computerised accounting

How will I be assessed?

In order to successfully complete the programme, participants will be expected to undertake a computer-based assessment for each module of learning. Most assessments are marked automatically with a provisional result available immediately.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Three AAT Advanced Apprenticeship in Accounting

📍 Beverley, employer premises

🕒 12 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in finance and accounting related positions. These include accounts assistant, cashier, purchase ledger clerk, sales ledger clerk, trainee accounting technician and assistant accountant.

What will I study?

- Accounts preparation
- Prepare final accounts for sole traders and partnerships
- Costs and revenues
- Spreadsheet software
- Professional ethics
- Indirect tax

How will I be assessed?

In order to successfully complete the programme, participants will be expected to undertake a computer-based assessment for each module of learning. Most assessments are marked automatically with a provisional result available immediately.

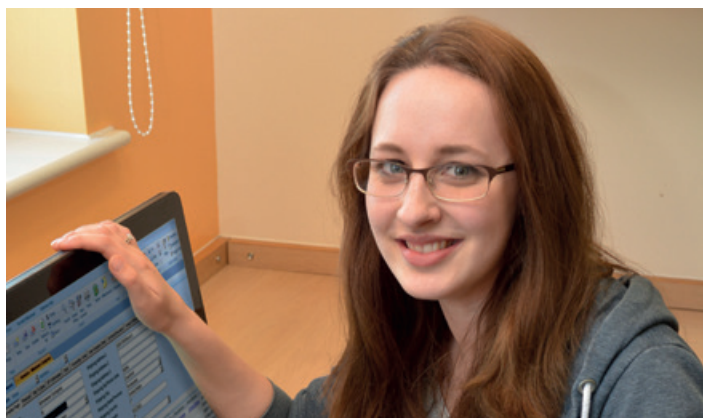
Entry requirements

Many apprenticeships do not need formal entry requirements other than you must be working in an appropriate job, and a good level of maths and English. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Four Higher Apprenticeship in Accounting

📍 Beverley, employer premises

🕒 24 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in finance and accounting related positions where higher level skills and knowledge are required. These include senior cashier, purchase ledger clerk, sales ledger clerk, accounting technician and assistant accountant.

What will I study?

You will complete two qualifications:

AAT Advanced Diploma in Accounting

- Financial statements and budgeting
- Financial performance
- Internal control and accounting systems

Optional units:

- Business and personal tax
- External auditing
- Cash management and credit control

AAT Advanced Diploma in Business Skills

- Planning and delivering business communication activities
- Spreadsheet and presentation software
- Deliver a presentation
- Organising and facilitating meetings and workshops
- Developing commercial awareness
- Managing project finances

How will I be assessed?

Assessment is a mixture of multiple choice questions and numeric activities to prove competence. Secure Assess assessments include spreadsheet software, computerised accounts (SAGE), working effectively in accounting and finance and internal control and accounting systems.

Entry requirements

You should have a relevant level three qualification, such as an advanced apprenticeship, and be working in appropriate employment.

What next?

Completing a level four higher apprenticeship will put you in a strong position to advance at work and will enable you to progress onto further higher level courses, such as accountancy - related degrees.



Level Two Intermediate Apprenticeship in Business Administration

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in administrative roles in a variety of organisations. These include administrators, office juniors, receptionists and junior legal or medical secretaries.

What will I study?

- Communication in a business environment
- Principles of providing administrative services
- Principles of business document production and information management
- Understanding employer organisations
- Managing personal performance and development
- Developing working relationships with colleagues

Plus optional units which suit the needs of the business.

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions, on-line tests and assignments plus the development of a portfolio of evidence to demonstrate competence. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to the Level Three Advanced Apprenticeship in Business Administration or a relevant Level Three course.



Level Three Advanced Apprenticeship in Business Administration

📍 Beverley, Bridlington, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in administrative roles in a variety of organisations. Advanced apprentices will work in roles such as administration officers and team leaders, and personal assistants and secretaries, including legal or medical secretaries.

What will I study?

- Communication in a business environment
- Principles of business communication and information
- Principles of administration
- Principles of business
- Managing personal and professional development
- Developing working relationships with colleagues

Plus optional units which suit the needs of the business.

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ and on-line tests and assignments for the technical certificate. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to the Level Four BTEC Higher National Certificate in Business, a degree or another higher level course.



Level Two Intermediate Apprenticeship in Legal Administration

📍 Beverley, Bridlington, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in administrative roles in a variety of organisations. These include administrators, office juniors, receptionists and secretaries working within a legal setting.

What will I study?

- Communication in a business environment
- Managing your performance and development
- Developing working relationships with colleagues
- Legal text processing
- Legal audio processing
- Proofreading in the legal environment
- Working in the legal environment

Plus optional units which suit the needs of the business.

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions, on-line tests and assignments plus the development of a portfolio of evidence to demonstrate competence. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course. You could also progress to the Level Three NVQ in Business Administration or the Level Three NVQ in Management.



Level Two Intermediate Apprenticeship in Medical Administration

📍 Beverley, Bridlington, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship aims to give people the skills and knowledge needed to work in administrative roles in a variety of organisations. These include administrators, office juniors, receptionists and secretaries working within a medical setting.

What will I study?

- Managing personal performance and development
- Developing working relationships with colleagues
- Medical terminology
- Administrative skills in a medical environment
- Communication skills in a medical environment
- Working in the National Health Service
- Medical principles for the administrator

Plus optional units which suit the needs of the business.

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions, on-line tests and assignments plus the development of a portfolio of evidence to demonstrate competence. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to an advanced apprenticeship or other level three course. You could also progress to the Level Three NVQ in Business Administration or the Level Three NVQ in Management.



Level Four Higher Apprenticeship in Business

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 to 24 months

What is the course about?

This apprenticeship is ideal for people who work or who want to work in a supervisory or management role.

What will I study?

You will cover a range of topics including:

- Understanding organisations
- Effective communication in business
- Business ethics
- Personal and professional development
- Resource management
- Project management
- Planning and managing customer service
- Business law
- Problem solving and decision making
- Administrative systems

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions, on-line tests and assignments plus the development of a portfolio of evidence to demonstrate competence. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Successful completion of this apprenticeship will give you the skills and knowledge to make you a strong candidate for promotion at work. You could also progress onto a business-related degree.



CONSTRUCTION



Level Two Intermediate Apprenticeship in Construction - Brick

Beverley, Bridlington

12 to 24 months

What is the course about?

This is aimed at people working as bricklayers carrying out tasks such as setting out basic structures, building brick and block walling, laying domestic drainage, placing and finishing concrete and rendering surfaces.

What will I study?

- How to carry out safe working practices in construction
- Interpreting working drawings to set out masonry structures
- Thin joint masonry cladding
- Building solid walling, isolated and attached piers
- Building cavity walling forming masonry structures

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course.



Level Three Advanced Apprenticeship in Construction - Brick

Beverley, Bridlington

12 to 24 months

What is the course about?

This is aimed at people working as bricklayers carrying out tasks such as setting out basic structures, building brick and block walling, laying domestic drainage, placing and finishing concrete and rendering surfaces.

What will I study?

- Information, quantities and communicating with others
- Building methods and construction technology
- Structural and decorative brick work
- Repairing and maintaining masonry structures
- Erecting complex structural carcassing components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Following an advanced apprenticeship: higher education, an NVQ level four, HNC/D in Construction or a foundation degree.



Level Two Intermediate Apprenticeship in Construction - Wood

Beverley, Bridlington

12 to 24 months

What is the course about?

This apprenticeship develops the skills of people working in roles such as site carpenter, bench joiner and shop fitter.

What will I study?

- Information, quantities and communicating with others
- Building methods and construction technology
- First fixing operations
- Second fixing operations
- Building maintenance
- Circular saws and their uses

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto the Level Three Advanced Apprenticeship in Construction and Wood.



Level Three Advanced Apprenticeship in Construction - Wood

Beverley, Bridlington

12 to 24 months

What is the course about?

This apprenticeship develops the skills of people working in roles such as site carpenter, bench joiner and shop fitter.

What will I study?

- How to carry out safe working practices in construction
- First fixing operations
- Second fixing operations
- Erecting complex structural carcassing components
- Maintain non-structural and structural components
- Setting up and using fixed and transportable machinery

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Ideally, you will already have completed an Intermediate Apprenticeship in the chosen occupation. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Following an advanced apprenticeship could be higher education, an NVQ level four, HNC/D in Construction or a foundation degree.




CONSTRUCTION



Level Two Intermediate Apprenticeship in Civil Engineering

 Beverley, Bridlington, employer premises

 12 to 24 months

What is the course about?

This apprenticeship is aimed at people who would like to work on site in housing developments and civil engineering projects in the rapidly growing construction industry.

What will I study?

The following units:

- Using various hand tools and cutting equipment
- Preparing and placing concrete
- Preparing and laying finishing floor screeds
- Mixing various building materials by hand and machine
- Laying domestic drainage
- Setting up signage, lighting and guarding when working on site eg. path or road

How will I be assessed?

The course is assessed through practical activity, underpinning knowledge and the development of a portfolio of evidence.

Entry requirements


Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Ideally, you will already have completed an Intermediate Apprenticeship in the chosen occupation. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.


What next?

You could progress onto a level three construction course or a level three apprenticeship.



Level Two Intermediate Apprenticeship in Multitrade Construction

 Bridlington

 12 to 24 months

What is the course about?

This apprenticeship develops the skills of people working in roles as a multitrade operative within the following: Carpentry and joinery, painting and decorating, plumbing, drainage, wall and floor tiling, plastering, roofing, bricklaying and stonemasonry.

What will I study?

- Delivering reliable customer service
- Conforming to general health, safety and welfare in the workplace
- Conforming to productive working practices
- Moving, handling and storing resources

Plus optional units, including:

- Plastering
- Joinery
- Tiling
- Brickwork

How will I be assessed?

The course is assessed through on site observation, underpinning knowledge and the development of a portfolio of evidence to demonstrate competence.

Entry requirements


Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Ideally, you will already have completed an Intermediate Apprenticeship in the chosen occupation. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.


What next?

Following an intermediate apprenticeship, you could progress onto the Level Three NVQ Diploma in Occupational Work Supervision. Following an advanced apprenticeship, you could move on to a Higher National Certificate in Construction or a foundation degree, or employment in industry at a more senior level.



Level Four Higher Apprenticeship in Construction

 Beverley, Bridlington

 12 to 24 months

What is the course about?

This apprenticeship is ideal for people who work or who want to work in a supervisory or management capacity in the construction industry, such as a site manager, project manager or site engineer.

What will I study?

You will cover a range of topics, including:

- Design principles and application for construction and the built environment
- Project management for construction and the built environment
- Management principles and application for construction and the built environment
- Construction and maintenance of buildings
- Science and materials for construction and the built environment
- Computer-aided design for construction
- Group project in the construction industry

How will I be assessed?

This course is assessed through practical activity, underpinning knowledge and the development of a portfolio of evidence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Ideally, you will already have completed an Intermediate Apprenticeship in the chosen occupation. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Successful completion of this apprenticeship will give you the skills and knowledge to make you a strong candidate for promotion at work. You could also progress onto a construction-related degree.

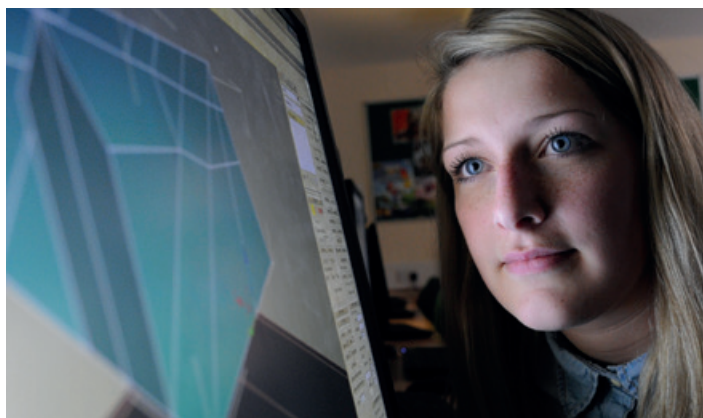
**COMING SOON:
ADVANCED APPRENTICESHIPS
IN PLUMBING AND
ELECTRICAL**

ASK FOR DETAILS







CREATIVE ARTS, PERFORMANCE & IT



Level Three Advanced Apprenticeship in Creative Digital Media

 Beverley, Bridlington

 12 to 18 months

What is the course about?

The Advanced Apprenticeship in Creative and Digital Media is aimed at learners who are interested in turning their creative and digital pastimes or enthusiasm into a career in the creative media industries. This advanced apprenticeship covers new entrant roles in a range of sectors, including TV, archive, animation, interactive media, film, photo imaging and radio.

What will I study?

Topics include:

- Production and editing animation
- Camerawork
- Radio
- Photo imaging

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ and on-line tests and assignments for the technical certificate. There is also a requirement to complete the following elements: employee rights and responsibilities workbook and personal learning and thinking skills.

Entry requirements

The main requirement for an apprenticeship programme is that you must not already be qualified at level four or above, with a higher national certificate or diploma, or a degree, for example. Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in.


What next?

Further training following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Two Intermediate Apprenticeship in Information Technology

 Bridlington

 12 months

What is the course about?

This apprenticeship is aimed at people who are working as an IT technician, installing and upgrading software, troubleshooting and fixing problems, and maintaining hardware and networks, and at IT developers, who develop websites, games or software.

What will I study?

Units include:

- Health and safety in ICT (mandatory)
- Developing personal and organisation effectiveness (mandatory)
- Interpersonal and written communication
- Installing, configuring and maintaining software
- Install, configure and test ICT networks
- Testing ICT systems
- System management
- Software installation and upgrade
- PowerPoint
- Spreadsheet
- Word processing
- Website design

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course. You could also progress to a level four IT qualification.



Level Three Advanced Apprenticeship in Information Technology

Bridlington

12 months

What is the course about?

This apprenticeship is aimed at people who are working as an IT technician, installing and upgrading software, troubleshooting and fixing problems, and maintaining hardware and networks, and at IT developers, who develop websites, games or software.

What will I study?

- Computer networks
- Software design and development
- Computer systems architecture
- Digital graphics
- Managing networks

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to our Foundation Degree in Computing.



Level Four/Five Higher Apprenticeship in Information Technology

Beverley, Bridlington, employer premises

24 months

What is the course about?

This apprenticeship is for people who work in the IT industry who would like to develop their technical and diagnostic skills to a higher level, and for those who would like to progress into a management or supervisory role. It is suitable for job roles such as software developer, web designer, computer games designer, support technician and network manager.

What will I study?

Units include:

- Maths for computing and work
- Introduction to programming
- Data analysis and database design
- IT and personal skills development
- Project management
- Web design fundamentals
- Software engineering
- Human computer interface
- Networking concepts and practice
- Applied object-oriented programming

How will I be assessed?

The course is assessed through observation, exams and the production of assignment work to demonstrate competence.

Entry requirements

You should have a relevant level three qualification, such as an advanced apprenticeship, and be working in appropriate employment.

What next?

You could progress into more senior roles at work or onto the final year of a degree in an IT-related subject.



EARLY YEARS AND CARE SERVICES



Level Two Intermediate Apprenticeship in Children and Young People's Workforce

📍 Beverley, Bridlington

🕒 12 to 15 months

What is the course about?

This apprenticeship develops the skills and knowledge of people working in a range of roles within this sector. These include early years worker or assistant in an early learning or childcare setting, care worker or assistant, assistant youth support and community worker.

What will I study?

- Child and young person development
- Safeguarding the welfare of children and young people
- Understanding partnership working in services for children and young people

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto the Level Three Advanced Apprenticeship in Children and Young People's Workforce: Early Years Educator.



Level Three Advanced Apprenticeship in Children and Young People's Workforce: Early Years Educator

📍 Beverley, Bridlington, employer premises

🕒 12 to 24 months

What is the course about?

This course helps to develop the skills and knowledge of people working in a range of roles within this sector. These roles could include early years worker or assistant in an early learning or childcare setting, care worker or assistant, nursery worker or supervisor, childminder, nursery nurse or foundation unit nursery teaching assistant.

What will I study?

- Promoting partnership working with parents
- Developing effective study skills
- Continuous professional development using reflective practice
- Child development from conception to seven years

How will I be assessed?

You will be given a City and Guilds assessment pack and you will be required to produce an electronic portfolio and written assignments which will be internally and externally verified.

Entry requirements

Learners must have achieved GCSE English and Mathematics at grade A* to C on completion of the Early Years Educator pathway.

As the level of this pathway (level three) determines that the apprentice should be working at a level where they may either be working on their own or supervising others, the apprentice should have prior experience of the sector and be employed in a position where they would be able to demonstrate the competencies required at this level.

What next?

Achievement of this pathway will enable apprentices to access higher level jobs within the sector, such as nursery supervisor, nursery manager and pre-school manager/co-ordinator. There is also opportunity for apprentices to go on to further study at higher levels, particularly working towards Foundation Degree in Early Childhood Policy and Practice. This in turn will support the achievement of Early Years Professional status (Graduate level).



Level Two Intermediate Apprenticeship in Health and Social Care

Beverley, Bridlington

12 to 24 months

What is the course about?

This apprenticeship develops the skills and knowledge of people working in a variety of roles in the adult care sector. These include care worker, domiciliary services or day services, substance misuse worker and mental health support worker.

What will I study?

- Introduction to communication
- Introduction to duty of care
- Role of the health and social care worker
- Handling information
- Contributing to health and safety

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training could be an advanced apprenticeship or other level three course.



Level Three Advanced Apprenticeship in Health and Social Care

Beverley, Bridlington

12 to 24 months

What is the course about?

This apprenticeship develops the skills and knowledge of people working in a variety of roles in the adult care sector. For the advanced apprenticeship, roles include senior care worker, senior support worker, relief team leader, social services and outreach development worker.

What will I study?

- Promoting person-centred approaches
- Dementia awareness
- Understand mental health problems
- Principles of safeguarding and protection
- Promote equality and inclusion

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?


You could progress to higher education, an NVQ level four or a foundation degree.




EARLY YEARS AND CARE SERVICES



Level Two Intermediate Apprenticeship in Support Teaching and Learning in Schools

 Beverley, Bridlington

 12 to 15 months

What is the course about?

The intermediate apprenticeship develops the skills and knowledge of people working as a teaching assistant, classroom assistant or learning support assistant.

What will I study?

Units include:

- The roles and responsibilities of learning support assistants
- Institutional policies
- Exploring a range of different learning needs
- Planning support
- Working with other people
- Providing support using and adapting resources
- Promoting positive behaviour
- Reviewing and assessing learners' progress
- Evaluating support programmes and your own practice

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.


Go to www.eastridingcollege.ac.uk/apps for details.


What next?

You could progress to the Level Three Advanced Apprenticeship in Support Teaching and Learning in Schools or another level three course.



Level Three Advanced Apprenticeship in Support Teaching and Learning in Schools

 Beverley, Bridlington

 12 to 24 months

What is the course about?

The advanced apprenticeship is for people in roles such as classroom assistant, teaching assistant but also behaviour support coordinators, welfare support assistants and team leaders.

What will I study?

- Promoting equality and diversity
- Supporting assessment and learning
- Safeguarding the well-being of children and young people
- Working with professionals
- Promoting positive behaviour
- Developing professional relationships with children, young people and adults

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

You must have a level two qualification in a relevant subject and be in appropriate employment.

What next?

Following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Two Intermediate Apprenticeship in Food Manufacture – Food Manufacturing Excellence

Employer premises

12 to 18 months

What is the course about?

This qualification is ideally suited to individuals working in food manufacturing in such roles as food operative, team supervisor, technical assistant, technical manager, team leader and production manager.

What will I study?

- Working effectively with others in food operations
- Maintaining product quality in food operations
- Maintaining workplace food safety standards in food operations
- Understanding how to maintain workplace health and safety in food operations
- Contributing to problem resolution in food manufacture

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or other level three courses.



Level Three Advanced Apprenticeship in Food Manufacture – Food Manufacturing Excellence

Employer premises

12 to 18 months

What is the course about?

This qualification is offered at all levels for roles that deliver continuous improvement, increased productivity and lean manufacturing. It is ideally suited to individuals working in food manufacturing in such roles as food operative, team supervisor, technical assistant, technical manager, team leader and production manager.

What will I study?

- Developing working relationships with colleagues in food manufacturing
- Contributing to continuous improvement of food safety in operations
- Providing coaching and mentoring for achieving excellence in food operations
- Diagnosing problems in food operations
- Controlling waste minimisation in food operations

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto higher education, an NVQ level four or a foundation degree.



ENGINEERING



Level Two Intermediate Apprenticeship in Food Manufacture – Meat and Poultry

📍 Beverley, Bridlington, employer premises

🕒 24 months

What is the course about?

This apprenticeship is designed for those who are working in a food manufacture or the supply chain environment and offers a sustainable continuous improvement programme for the workplace. It offers individuals the opportunity to develop skills and knowledge required to prove competence at work.

What will I study?

- Understanding how to work effectively with others in food operations
- Working effectively with others in food operations
- Understanding how to maintain workplace food safety standards in operations
- Maintaining workplace health and safety in food operations
- Understanding how to maintain workplace health and safety in food operations
- Principles of HACCP-based food safety systems
- Principles of workplace organisation techniques in food operations
- Principles of continuous improvement techniques (Kaizen) in food operations

How will I be assessed?

A portfolio of evidence and a knowledge base is built to show competence to the award's national standards.

Entry requirements

This level two certificate is aimed at operative level and there are no entry requirements, however candidates will need to be able to demonstrate competence and gather evidence to build their portfolio.

What next?

The opportunity to work towards a Level Three NVQ in Food Proficiency.



Level Two Intermediate Apprenticeship in Engineering Manufacture - Engineering Maintenance and Installation

📍 Employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship covers different areas of maintenance. As an apprentice you will work alongside skilled maintenance engineers who will be helping you to develop your skills in maintaining equipment and machinery.

What will I study?

- Carrying out fault diagnosis on equipment
- Carrying out preventative planned maintenance
- Carrying out reactive maintenance
- Producing components for maintenance activities
- Interpreting engineering drawings
- Statutory regulations
- Organisational safety
- Working efficiently and effectively in your environment

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three courses and following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Three Advanced Apprenticeship in Engineering Manufacture – Mechanical Manufacturing Engineering

Beverley, Bridlington

12 to 36 months

What is the course about?

This qualification is for individuals working in manufacturing in roles such as manufacturing production planner, mechanical engineer, mechanical engineering technician, plastics process operative or production engineer.

What will I study?

- Business systems for technicians
- Communication for technicians
- Electrical and electronic principles
- Mathematics for technicians
- Mechanical principles and applications

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

A-C grades in GCSE maths, science and English, you must be working in an appropriate job and undergo an initial assessment and successful tutor interview.

What next?

You could progress onto higher education, an NVQ level four or a foundation degree.



Level Two Intermediate Apprenticeship in Improving Operational Performance – Performing Manufacturing Operations

Beverley, employer premises

12 months

What is the course about?

This course is designed to give you the knowledge and skills relevant to engineering and manufacturing practices enabling you to become recognised as a semi-skilled engineer. A great deal of time will be spent on the practical tasks and activities.

What will I study?

- Health and safety regulations
- Promoting effective working relationships
- Contributing to effective team working

Optional units include:

- Concluding manufacturing operations
- Ensuring effective handover of manufacturing operations
- Preparing for manufacturing operations
- Receiving and checking incoming materials
- Controlling manufacturing operations
- Contributing to improving effectiveness in the workplace
- Producing products

How will I be assessed?

Each unit of study contains a list of tasks or competencies that have to be successfully completed to the required standard. These tasks can be assessed in a number of different ways, such as being observed by a qualified assessor or checked via relevant written work in a logbook. You will complete a substantial portfolio of evidence of work during the course that will consist of practical exercises, logbook entries and photographic evidence.

Entry requirements

A minimum of four GCSEs at grade D or above including mathematics and a science/technology subject. Satisfactory College interview.

What next?

An Advanced Apprenticeship.



ENGINEERING



Level Two Intermediate Apprenticeship in Improving Operational Performance – Business Improvement Techniques

Beverley, Bridlington

12 months

What is the course about?

The course introduces the concepts of lean manufacturing and is for employees who have a high competence level in manufacturing and are responsible for making day-to-day decisions.

What will I study?

A range of units that will give a broad knowledge of lean manufacturing.

How will I be assessed?

A portfolio of evidence and a knowledge base is built to show competence to the award's national standards.

Entry requirements

A minimum of four GCSEs at grade C or above including mathematics and a science/technology subject. Satisfactory College interview.

What next?

On completion of the programme candidates may progress to an Advanced Apprenticeship or other level three course.



Level Three Advanced Apprenticeship in Engineering Manufacture – Fabrication and Welding

Beverley

24 months

What is the course about?

This advanced apprenticeship is aimed at people who work in fabrication and welding and who would like to advance their career by developing higher level skills and knowledge, as well as team leading and supervisory skills. It covers a broad range of the more complex areas within these disciplines and the issues which team leaders need to be aware of, such as health and safety.

What will I study?

- Engineering and environmental health and safety
- Organisational efficiency and improvement
- Engineering principles
- Computer-aided design
- Fluid power
- Maintenance of mechanical systems
- Plant and equipment maintenance engineering
- Advanced turning

How will I be assessed?

This course is assessed through practical activity, underpinning knowledge and the development of a portfolio of evidence.

Entry requirements

Applicants should have GCSE grades C (minimum) in English, mathematics and science.

Interview is subject to meeting entry requirements and a vocational assessment pass of 70 per cent and over.


What next?

You could progress onto a higher apprenticeship or our Level Four HNC in Engineering.



Level Four Higher Apprenticeship in Engineering

 Beverley

 12 to 24 months

What is the course about?

This apprenticeship is ideal for people who work or who want to work in a supervisory or management capacity in engineering, or who want to take their technical and professional skills and knowledge to the next level. You can choose to study pathways in manufacturing, maintenance, mechanical and automotive.

What will I study?

You will cover a range of topics, including:

- Performing engineering operations
- Research
- Design
- New product development and introduction
- Engineering and manufacture
- Business improvement techniques

How will I be assessed?

This course is assessed through practical activity, underpinning knowledge and the development of a portfolio of evidence.

Entry requirements

A relevant level three qualification.

What next?

Successful completion of this apprenticeship will give you the skills and knowledge to make you a strong candidate for promotion at work. You could also progress onto an engineering-related degree.





EXERCISE AND FITNESS



Level Two Intermediate Apprenticeship in Exercise and Fitness

📍 Beverley, Bridlington, employer premises

🕒 12 months

What is the course about?

This apprenticeship aims to develop the skills and knowledge of people working in a variety of roles in the leisure industry, such as gym instructors, personal trainers and similar positions.

What will I study?

- Anatomy and physiology for exercise
- Principles of exercise, fitness and health
- Promoting health, safety and welfare in active leisure and recreation
- Working with clients to help them adhere to exercise and physical activity
- Reflecting on and developing own practice in providing exercise and physical activity
- Planning and preparing gym based exercise
- Instructing and supervising gym based exercise

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or other level three course.



Level Two Intermediate Apprenticeship in Activity Leadership

📍 Beverley, Bridlington

🕒 12 months

What is the course about?

This apprenticeship aims to develop the skills and knowledge of people working in a variety of operational roles in leisure and recreation facilities.

What will I study?

- Supporting the development of the sport or activity
- Setting up, taking down and storing activity equipment
- Checking and servicing activity equipment
- Contributing to environmental conservation in active leisure and recreation
- Giving customers a positive impression of yourself and your organisation
- Looking after participants when they are away from home
- Enabling disabled people to take part in activities
- Contributing to adventurous activities
- Contributing to participants' personal and social development
- Contributing to participants' exploration and understanding of the natural environment

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

There are no formal entry requirements but you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or other level three course.



Level Two Intermediate Apprenticeship in Leisure Operations

📍 Beverley, Bridlington

🕒 12 months

What is the course about?

This apprenticeship aims to develop the skills and knowledge of people working in a variety of operational roles in leisure and recreation facilities.

What will I study?

- Contributing to joint working with other organisations
- Supporting the development of the sport or activity
- Setting up, taking down and storing activity equipment
- Contributing to environmental conservation in active leisure and recreation
- Giving customers a positive impression of yourself and your organisation
- Looking after participants when they are away from home
- Enabling disabled people to take part in activities
- Contributing to participants' exploration and understanding of the natural environment

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

There are no formal entry requirements but you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or other level three course.







HAIRDRESSING AND BEAUTY THERAPY



Level Two Intermediate Apprenticeship in Hairdressing

 Beverley, Bridlington

 12 to 24 months

What is the course about?

This is aimed at stylists and salon juniors who are learning the basics of hairdressing and who want to develop their skills and knowledge.

What will I study?

- Working in the hair industry
- Following health and safety practice in the salon
- Shampooing and conditioning the hair and scalp
- Cutting women's hair
- Colouring and lightening hair
- Perming and neutralising hair

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.


Go to www.eastridingcollege.ac.uk/apps for details.


What next?

You could progress onto the Level Three Advanced Apprenticeship in Hairdressing.



Level Three Advanced Apprenticeship in Hairdressing

 Beverley, Bridlington

 12 to 24 months

What is the course about?

This course builds on the hairdressing skills learned in the NVQ level two and other level two courses. It is geared towards senior stylists and technicians, in addition to salon owners and managers who want to get accredited.

What will I study?

- Ensuring your actions reduce risks to health and safety
- Promoting additional products or services to clients
- Providing hairdressing consultation services
- Creating a variety of looks using a combination of cutting techniques
- Providing hair extension services
- Providing colour correction services
- Colouring hair using a variety of techniques

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

You should have a relevant level two qualification and be in appropriate employment.

What next?

Following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Two Intermediate Apprenticeship in Barbering

Beverley

12 to 24 months

What is the course about?

To gain skills in barbering. It is geared towards junior barbers and will cover a wide range of skills, from shampooing, cutting and clipper work.

What will I study?

- Following health and safety practice in the salon
- Advising and consulting with clients
- Shampooing and conditioning the hair and scalp
- Cutting hair using basic barbering techniques
- Cutting facial hair to shape using basic techniques
- Various optional units

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements, but you are required to complete an initial assessment and you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto a level three course in a related subject.



Level Two Intermediate Apprenticeship in Nail Services

Beverley, Bridlington

12 to 24 months

What is the course about?

This apprenticeship covers a wide range of skills in nail technology and nail art services.

What will I study?

- Ensuring responsibility for actions reduces risk to health and safety
- Fulfilling salon reception duties
- Developing and maintain your effectiveness at work
- Providing manicure services
- Providing pedicure services
- Carrying out nail art services
- Applying and maintaining nail enhancement to create a natural finish

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements, but you are required to complete an initial assessment and you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Further training following an intermediate apprenticeship could be an advanced apprenticeship or other level three course.



HAIRDRESSING AND BEAUTY THERAPY



Level Two Intermediate Apprenticeship in Beauty Therapy

📍 Beverley, Bridlington

🕒 12 to 24 months

What is the course about?

These apprenticeships develop the skills and knowledge of people working in a range of roles in the beauty therapy sector in areas such as manicure, pedicure, skin care and massage.

What will I study?

- Following health and safety practice in the salon
- Promoting products and services to clients in a salon
- Developing and maintaining effectiveness at work
- Providing facial skin care
- Removing hair using waxing techniques
- Providing manicure treatments
- Providing pedicure treatments
- Providing make-up treatments
- Salon reception duties
- Enhancing the appearance of eyebrows and eyelashes

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or another level three course in a related subject.



Level Three Advanced Apprenticeship in Beauty Therapy - Massage

📍 Beverley, Bridlington

🕒 12 to 24 months

What is the course about?

These apprenticeships develop the skills and knowledge of people working in a range of roles in the beauty therapy sector in areas such as manicure, pedicure, skin care and massage. The advanced apprenticeship builds on the skills and knowledge learnt in the intermediate apprenticeship but also prepares you for running your own salon.

What will I study?

- Monitoring and maintaining health and safety practice in the salon
- Contributing to the planning and implementation of promotional activities
- Providing body massage
- Providing massage using pre-blended aromatherapy oils
- Providing Indian head massage
- Providing stone therapy treatments
- Providing facial electrotherapy treatments

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

You should have a level two qualification in a relevant subject and be in appropriate employment.

What next?

You could progress onto higher education, such as our Level Four BTEC Higher National Certificate in Hair and Beauty Management.





HOSPITALITY AND CATERING



Level Two Intermediate Apprenticeship in Catering and Professional Chefs – Professional Cookery

📍 Beverley, Bridlington, employer premises

🕒 18 months

What is the course about?

This course is for those working in hospitality and catering who wish to develop their supervisory and leadership skills whilst working to gain a nationally recognised qualification.

What will I study?

Units include:

- Health, hygiene and safety
- Team work
- Maintaining and handling knives
- Preparation and cooking of meat, poultry and vegetables
- Preparation and cooking for soups and sauces
- Preparation and cooking of pastry, cakes, sponges, biscuits and scones
- Kitchen documentation

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto the Level Three Advanced Apprenticeship in Professional Cookery.



Level Three Advanced Apprenticeship in Hospitality and Catering – Professional Cookery

📍 Beverley, Bridlington, employer premises

🕒 12 to 24 months

What is the course about?

This apprenticeship is for those whose job tasks consist of food preparation and cooking, for craft chefs and sous chefs wanting to progress in their career.

What will I study?

- Managing health, hygiene and safety
- The supervision of a team and team work
- Maintaining and handling knives
- Preparation and cooking of meat, poultry and vegetables for complex dishes
- Preparation and cooking of complex soups and sauces
- Preparation and cooking of complex pastry, cakes, sponges, biscuits and scones
- Kitchen documentation
- Ensuring food safety practices are monitored

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

You should have a level two qualification in a relevant subject and be in appropriate employment.

What next?

Following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



Level Two Intermediate Apprenticeship in Hospitality – Hospitality Services

Beverley, Bridlington, employer premises

18 months

What is the course about?

This is a diverse qualification which is suitable for a person who carries out tasks within the hospitality industry, such as food and drink service, bar service, reception, cleaning and support, customer service and some basic food preparation and cooking. The units can be chosen to suit a varied job role, where different tasks and duties are carried out.

What will I study?

- Maintenance of a safe, hygienic and secure working environment
- Giving customers a positive impression of yourself and your organisation
- Working effectively as part of a hospitality team
- Providing a silver service
- Converting a room for dining
- Providing a buffet and carvery service
- Serving alcoholic and soft drinks
- Dealing with the arrival of customers
- Dealing with bookings

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto the Level Three Apprenticeship in Hospitality Supervision and Leadership.



Level Three Advanced Apprenticeship in Hospitality Supervision and Leadership

Beverley, Bridlington, employer premises

24 months

What is the course about?

This course is aimed at people who work in the hospitality industry as supervisory staff, team leaders and shift leaders who wish to develop their line management skills.

What will I study?

Units include:

- Managing health, hygiene and safety
- Teams and team work
- Supervising drink services
- Supervising food production operations
- Supervising food services
- Supervising functions
- Supervising housekeeping operations
- Supervising portering and concierge operations
- Supervising reception services

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

You should have a level two qualification in a relevant subject and be in appropriate employment.

What next?

You could progress onto the ILM Level Four NVQ Diploma in Management.




HUMANITIES



Level Two Intermediate Apprenticeship in Catering and Professional Chefs – Food Production and Cooking

 Beverley, Bridlington, employer premises

 18 months

What is the course about?

This apprenticeship is suitable for people who work in a bakery or for catering staff, cooks and chefs whose outlet and menu relies mainly on pre-prepared raw materials and predominantly uses pre-prepared dishes, mixes and sauces from frozen, chilled, dried or canned sources. These may be the kitchens that serve chain restaurants, popular eateries, hospitals, school canteens, hotel dining rooms, care homes, contract catering sites, fast food outlets or cafes.

What will I study?

- Health, hygiene and safety
- Team work
- Maintaining and handling knives
- Production of meat, poultry and vegetable dishes
- Production of sauces and pasta dishes
- Production of pastry, cakes, sponges, biscuits and scones
- Production of bread and dough products, tray bakes and flour products
- Use of specialist equipment
- Setting up and closing a kitchen
- Kitchen documentation

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.


Go to www.eastridingcollege.ac.uk/apps for details.


What next?

You could progress to the Level Three Advanced Apprenticeship in Hospitality Supervision and Leadership.



Level Three Advanced Apprenticeship in Learning and Development

 Employer premises

 18 months

What is the course about?

This apprenticeship is for people working in, or looking to enter roles as trainers/tutors/assessors in a range of sectors.

What will I study?

Mandatory units

- Understanding principles and practices of learning and development
- Reflecting on and improving your practice in learning and development
- Facilitating learning and development in groups
- Facilitating learning and development for individuals

Optional units:

- Identifying individual learning and development needs
- Planning and preparing specific learning and development opportunities
- Developing and preparing resources for learning and development
- Engaging learners in the learning and development process
- Evaluating and improving learning and development provision
- Understanding the principles and practices of assessment
- Assessing occupational competence in the work environment
- Assessing vocational skills, knowledge and understanding

How will I be assessed?

Assessment methods include observation, assignments, knowledge questions, professional discussion and the production of an evidence portfolio.

Entry requirements

You must be in suitable employment and undergo a satisfactory College interview and basic skills assessment. GCSEs at grade A to C, including maths and English, or a completed apprenticeship.

What next?

These qualifications enable you to gain promotion in employment or on to the Level Four Diploma in Learning and Development. Since many of the units that form the Level Three Certificate are also in the Level Four Diploma and therefore it will enable vertical progression to the next level.



Level Two Intermediate Apprenticeship in Vehicle Maintenance and Repair – Light Vehicle

Beverley

12 to 36 months

What is the course about?

The intermediate apprenticeship is for people working as light vehicle service technicians who carry out routine maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

What will I study?

Units include:

- Contributing to workplace good housekeeping
- Ensuring your own actions reduce risks to health and safety
- Maintaining positive working relationships
- Carrying out routine maintenance
- Removing and replacing engine units and components
- Removing and replacing auxiliary electrical units and components
- Removing and replacing chassis units and components
- Conducting pre and post-work vehicle inspections
- Removing and replacing transmission and driveline units and components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Good GCSE grades in maths, science and English. You must be working in an appropriate job and undergo an initial assessment and successful tutor interview. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto the Level Three Advanced Apprenticeship in Vehicle Maintenance and Repair – Light Vehicle or another level three course.



Level Three Advanced Apprenticeship in Vehicle Maintenance and Repair – Light Vehicle

Beverley

12 to 36 months

What is the course about?

The advanced apprenticeship is aimed at light vehicle or motorcycle diagnostic technicians who carry out complex tasks.

What will I study?

Units include:

- Contributing to workplace good housekeeping
- Ensuring your own actions reduce risks to health and safety
- Maintaining positive working relationships
- Carrying out routine maintenance
- Removing and replacing engine units and components
- Removing and replacing auxiliary electrical units and components
- Removing and replacing chassis units and components
- Conducting pre and post-work vehicle inspections
- Removing and replacing transmission and driveline units and components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Good GCSE grades in maths, science and English. You must be working in an appropriate job and undergo an initial assessment and successful tutor interview. Call us for details of the entry requirements of the apprenticeship you're interested in.

East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Following an advanced apprenticeship could be higher education, an NVQ level four or a foundation degree.



MOTOR VEHICLE MAINTENANCE



Level Two Intermediate Apprenticeship in Vehicle Maintenance and Repair – Motorcycle

Bridlington

12 to 36 months

What is the course about?

The intermediate apprenticeship is for people working as motorcycle service technicians who carry out routine maintenance and inspections including servicing, repairing and replacing faulty parts and maintaining records.

What will I study?

Units include:

- Contributing to workplace good housekeeping
- Ensuring your own actions reduce risks to health and safety
- Maintaining positive working relationships
- Carrying out routine maintenance
- Removing and replacing engine units and components
- Removing and replacing auxiliary electrical units and components
- Removing and replacing chassis units and components
- Conducting pre and post-work vehicle inspections
- Removing and replacing transmission and driveline units and components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Good GCSE grades in maths, science and English. You must be working in an appropriate job and undergo an initial assessment and successful tutor interview. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto the Level Three Advanced Apprenticeship in Vehicle Maintenance and Repair – Motorcycle or another level three course.



Level Three Advanced Apprenticeship in Vehicle Maintenance and Repair – Motorcycle

Bridlington

12 to 36 months

What is the course about?

The advanced apprenticeship is aimed at motorcycle diagnostic technicians who carry out complex tasks.

What will I study?

Units include:

- Contributing to workplace good housekeeping
- Ensuring your own actions reduce risks to health and safety
- Maintaining positive working relationships
- Carrying out routine maintenance
- Removing and replacing engine units and components
- Removing and replacing auxiliary electrical units and components
- Removing and replacing chassis units and components
- Conducting pre and post-work vehicle inspections
- Removing and replacing transmission and driveline units and components

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Good GCSE grades in maths, science and English. You must be working in an appropriate job and undergo an initial assessment and successful tutor interview. Call us for details of the entry requirements of the apprenticeship you're interested in.

East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or an NVQ level four or a foundation degree.



Level Two Intermediate Apprenticeship in Vehicle Maintenance and Repair – Caravan and Motorhome

📍 Beverley, Bridlington, employer premises

🕒 12 to 24 months

What is the course about?

This apprenticeship is aimed at people who are looking to develop their skills in caravans and motorhome repair and maintenance. You will learn practical and technical skills across a broad range of topics related to the sector.

What will I study?

Units include:

- Servicing the caravans
- Internal and external repairs
- Interior fittings
- Accessory fittings
- Gas and electrical testing
- Damp testing
- Habitation checks
- Insurance work
- General customer service

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Good grade GCSE in maths, science and English, you must be working in an appropriate job. Initial assessment and successful tutor interview. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship in vehicle maintenance or a related level three course.



Level Two Intermediate Apprenticeship in Customer Service

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 months

What is the course about?

This apprenticeship aims to develop the skills and knowledge of people working in customer service roles such as administrative assistant, bank or building society customer adviser, bar staff or manager, business adviser, conference and banqueting assistant or manager, and contact centre operator.

What will I study?

- Providing customer service within the rules
- Giving customers a positive impression of yourself and your organisation
- Promoting additional products or services to customers
- Going the extra mile in customer service
- Dealing with customers in writing or using ICT
- Dealing with customers face to face
- Dealing with customers by telephone
- Delivering reliable customer service

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and the Personal Learning and Thinking Skills.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress onto an advanced apprenticeship or other level three course such as the Level Three NVQ in Customer Service or the Level Three NVQ in Management.



RETAIL AND MANAGEMENT



Level Three Advanced Apprenticeship in Customer Service

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship aims to develop the skills and knowledge of people working in customer service roles such as administrative assistant, bank or building society customer adviser, bar staff or manager, business adviser, conference and banqueting assistant or manager, and contact centre operator.

What will I study?

- Improving the customer relationship
- Applying risk assessment to customer service
- Processing customer service complaints
- Promoting continuous improvement
- Leading a team to improve customer service

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and the Personal Learning and Thinking Skills.

Entry requirements

You should have a relevant level two qualification and be in appropriate employment.

What next?

You could progress into higher education, an NVQ level four or a foundation degree. You could also progress to the Level Four NVQ in Customer Service or the Level Three NVQ in Management.



Level Two Intermediate Apprenticeship in Team Leading

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 months

What is the course about?

These apprenticeships develop the skills and knowledge of practising supervisors, team leaders and managers who are responsible for managing a team to achieve targets and planned outputs.

What will I study?

- Communicating information and knowledge
- Setting objectives and providing support for team members
- Managing conflict in a team
- Making effective decisions
- Procuring supplies

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence and assignments for the technical certificate element. There is also a requirement to complete the Employee Rights and Responsibilities (ERR) unit. Personal Learning and Thinking Skills (PLTS) are covered by the mandatory units of the competency element.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to the Level Three Advanced Apprenticeship in Management or another level three course.



Level Three Advanced Apprenticeship in Management

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship develops the skills and knowledge of practising supervisors, team leaders and managers who are responsible for managing a team to achieve targets and planned outputs.

What will I study?

- Communicating information and knowledge
- Setting objectives and providing support for team members
- Managing conflict in a team
- Making effective decisions
- Procuring supplies

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence and assignments for the technical certificate element. There is also a requirement to complete the Employee Rights and Responsibilities (ERR) unit. Personal Learning and Thinking Skills (PLTS) are covered by the mandatory units of the competency element.

Entry requirements

You should have a relevant level two qualification and be in appropriate employment.

What next?

You could progress into higher education, an NVQ level four or a foundation degree. You could also progress to the Level Five Diploma in Management.



Level Two Intermediate Apprenticeship in Retail

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 months

What is the course about?

The intermediate apprenticeship develops the skills and knowledge of people working as a sales assistant, dealing with customers in all aspects of retail sales.

What will I study?

- Helping customers choose products
- Maximising product sales
- Providing information and advice to customers
- Keeping stock on sale at required levels
- Displaying stock to promote sales to customers
- Processing payments for purchases

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence and assignments for the technical certificate. There is also a requirement to complete the Employee Rights and Responsibilities (ERR) unit. Personal Learning and Thinking Skills (PLTS) is covered by the mandatory units of the competency element.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to the Level Three Advanced Apprenticeship in Retail or another level three course.



RETAIL AND MANAGEMENT



Level Three Advanced Apprenticeship in Retail - Sales and Management pathways

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 to 18 months

What is the course about?

The advanced apprenticeship is aimed at supervisors, team leaders, department managers or the store manager at a small outlet and has three pathways: Sales, management and visual merchandising.

What will I study?

- Developing productive working relationships with colleagues
- Allocating and checking work in your team
- Organising the receipt and storage of goods
- Auditing stock levels and stock inventories
- Monitoring and helping improve food safety in a retail environment
- Sourcing required goods and services

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence and assignments for the technical certificate. There is also a requirement to complete the Employee Rights and Responsibilities (ERR) unit. Personal Learning and Thinking Skills (PLTS) is covered by the mandatory units of the competency element.

Entry requirements

You should have a relevant level two qualification and be in appropriate employment.

What next?

You could progress into higher education, an NVQ level four or a foundation degree. You could also progress to the Level Three Diploma in Customer Service.



Level Two Intermediate Apprenticeship in Warehouse and Storage – Warehouse Operative

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 months

What is the course about?

This apprenticeship is for people who are employed in warehousing or storage roles, such as staff who undertake a range of warehouse activities and those in supervisory roles, packing customer orders and loading and unloading vehicles.

What will I study?

- Contributing to maintaining a safe and healthy workplace
- Contributing to keeping the workplace secure
- Working effectively in your own organisation
- Providing information and advice to customers
- Receiving goods and materials into storage
- Putting goods and materials into storage
- Dispatching goods and materials
- Assembling bulk orders for distribution
- Picking stock and making up orders

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence. There is a requirement to do the Employee Rights and Responsibilities (ERR) for the logistics industry as a separate qualification. Personal Learning and Thinking Skills (PLTS) is covered by the mandatory units of the competency element.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to the Level Three Advanced Apprenticeship in Warehouse or another level three course.



Level Three Advanced Apprenticeship in Warehouse

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 to 18 months

What is the course about?

This apprenticeship is for people who are employed in warehousing or storage roles, such as staff who undertake a range of warehouse activities, those in supervisory roles and team leaders.

What will I study?

Units include:

- Contributing to maintaining a safe and healthy workplace
- Contributing to keeping the workplace secure
- Working effectively in your own organisation
- Providing information and advice to customers
- Receiving goods and materials into storage
- Putting goods and materials into storage
- Dispatching goods and materials
- Assembling bulk orders for distribution
- Picking stock and making up orders

How will I be assessed?

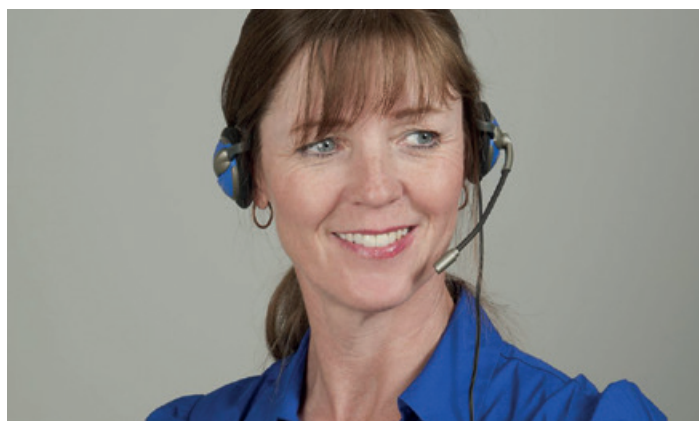
The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence. There is a requirement to do the Employee Rights and Responsibilities (ERR) for the logistics industry as a separate qualification. Personal Learning and Thinking Skills (PLTS) is covered by the mandatory units of the competency element.

Entry requirements

You should have a relevant level two qualification and be in appropriate employment.

What next?

You could progress into higher education, an NVQ level four, foundation degree, Level Three NVQ in Retail or Level Three and Five NVQ in Management.



Level Two Intermediate Apprenticeship Sales and Telesales

📍 Beverley, Bridlington, Hull, employer premises

🕒 12 months

What is the course about?

This apprenticeship develops the knowledge and skills needed to sell products and services in the right way and to the right customers. It is a hands-on approach to helping the apprentice to develop a range of selling skills which are appropriate across all sectors.

What will I study?

- Selling face to face
- Selling by telephone (inbound)
- Selling by telephone (outbound)
- Generating and qualifying sales leads
- Meeting customers' after-sales needs
- Obtaining and analysing sales-related information
- Buyer behaviour in sales situations

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate the competence element of the apprenticeship and the completion of the technical certificate. Employee Rights and Responsibilities (ERR) is covered by the technical certificate element and Personal Learning and Thinking Skills (PLTS) is covered by the mandatory units of the competency element.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers. Go to www.eastridingcollege.ac.uk/apps for details.

What next?

Learners can confidently progress at their own pace through Level two to three in Sales; these also form part of the Sales apprenticeship therefore they may wish to complete the Level two and three VRQs in Sales. Additionally learners may opt to enrol on a complementary programme offered by City & Guilds such as Business and Administration, Marketing, Customer Service, ITQ, Finance, Management and Team Leading.



TRAVEL AND TOURISM



Level Two Intermediate Apprenticeship in Travel and Tourism

📍 Beverley, Bridlington

🕒 12 to 24 months

What is the course about?

This apprenticeship is aimed at people working in a travel agency as a travel consultant or in a supervisory capacity.

What will I study?

Units include:

- Worldwide travel and tourism destinations
- Principles of customer service in hospitality, leisure, travel and tourism
- Travel and tourism support services
- Business travel planning
- Travel planning
- UK travel and tourism destinations
- Air fares and ticketing

How will I be assessed?

The course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence.

Entry requirements

Many apprenticeships do not have formal entry requirements other than you must be working in an appropriate job. Call us for details of the entry requirements of the apprenticeship you're interested in. East Riding College does advertise some apprenticeships with a job attached on behalf of employers.

Go to www.eastridingcollege.ac.uk/apps for details.

What next?

You could progress to the Level Three Advanced Apprenticeship in Travel and Tourism or another level three course.



Level Three Advanced Apprenticeship in Travel and Tourism

📍 Beverley, Bridlington

🕒 12 to 24 months

What is the course about?

This apprenticeship is aimed at people working in a travel agency as a travel consultant or in a supervisory capacity.

What will I study?

Units include:

- Worldwide travel and tourism destinations
- Principles of customer service in hospitality, leisure, travel and tourism
- Travel and tourism support services
- Business travel planning
- Travel planning
- UK travel and tourism destinations
- Air fares and ticketing

How will I be assessed?

This course is assessed through observation, underpinning knowledge questions and the development of a portfolio of evidence to demonstrate competence for the NVQ element of the apprenticeship and assignments for the technical certificate element. There is also a requirement to complete the following elements: Employee Rights and Responsibilities workbook and the Personal Learning and Thinking Skills.

Entry requirements

You should have a relevant level two qualification and be in appropriate employment.

What next?

You could progress into higher education, an NVQ level four or a foundation degree.



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OPEN EVENTS

Talk to our tutors, have a look at our great facilities and simply get a feel for the atmosphere of the College. Open events are a relaxed and informal opportunity for you to ask questions and get advice. Come on your own, come with friends or come with family. We can't wait to meet you.

- Tuesday 8 November 2016,
4pm to 7pm, Beverley
- Tuesday 15 November 2016,
4pm to 7pm, Bridlington
- Tuesday 17 January 2017,
4pm to 7pm, Beverley
- Tuesday 24 January 2017,
4pm to 7pm, Bridlington
- Saturday 4 March 2017,
9.30am to 12 noon, Beverley
- Tuesday 7 March 2017,
4pm to 7pm, Bridlington
- Tuesday 25 April 2017,
4pm to 7pm, Beverley
- Tuesday 2 May 2017,
4pm to 7pm, Bridlington
- Tuesday 20 June 2017,
4pm to 7pm, Beverley
- Tuesday 27 June 2017,
4pm to 7pm, Bridlington

**BEVERLEY
CAMPUS:**
Flemingate Centre,
Armstrong Way,
Beverley,
HU17 0GH

**BRIDLINGTON
CAMPUS:**
St Mary's Walk,
Bridlington,
YO16 7JW

HULL SITE:
24-30 St James
Street,
Hessle Road,
Hull,
HU3 2DH

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